

**FILED**  
**RETURN TO**  
**RECORDS SERVICES DIVISION**  
**GENERAL SERVICES OFFICE**

16 February 1954

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MEMORANDUM FOR: Chief, Management Improvement Staff  
Office of the Comptroller

25X1A9A ATTENTION

: [REDACTED]

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SUBJECT : Designation of Area Records Officer, Regulations  
Control Staff, Office of the Deputy Director  
(Administration)

REFERENCE : CIA Regulation [REDACTED]

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1. In accordance with the referenced Regulation, [REDACTED]  
[REDACTED] is designated as the Area Records Officer for the  
Regulations Control Staff, Office of the Deputy Director (Adminis-  
tration).

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2. It is requested that [REDACTED] be given sufficient  
indoctrination and training for the accomplishment of an effective  
records program for that staff. She is located in Room 200,  
2210 E Street, and may be contacted on Extension [REDACTED]

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[REDACTED]  
Special Assistant to the  
Deputy Director  
(Administration)

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ARO Handout material  
Given [REDACTED] 2/25/54